

TGMI Steering Committee Meeting

February 18, 2016

3:06 p.m. – 3:50 p.m.

Department of Human Resources

James K. Polk Building, 1st Floor

Quorum: Yes

Opening

The regular meeting of the TGMI Steering Committee was called to order at 3:06 PM on February 18, 2016, in Nashville, Tennessee by Michelle Smith.

Attendance

Michelle Smith, Chair – Present

Joe Waldrum, Vice Chair -Present

Vicky Hutchings, Past Chair –Present (phone)

Jason Seay, Present Class President – Present (phone)

Shelley Walker, Present Class Steering Committee Member –Present (phone)

Lori Hedge, Past Class Steering Committee Member – Absent

Doug Willis, Past Class President – Present (phone)

Cynthia Stewart, Member at Large (Year 2) – Absent

Nneka Norman-Gordon, Member at Large (Year 2) – Absent

Marcus Dodson, Member at Large (Year 1) – Present

Cyndi Taylor, Member at Large (Year 1) – Present (phone)

Tresa Jones – Absent

Trish Holliday, DOHR Ex-Officio– Absent

Antonio Meeks, DOHR representative - Present

Julie Nichols - Present

Call to Order/Welcome: Michelle Smith

Meeting was called to order at 3:06 and all participants were identified. Michelle welcomed everyone. The updated TGMI Alumni Procedures Manual was handed out. Those not present can get them at the next meeting.

Secretary Report: Cyndi Taylor

The January 12, 2016 Meeting minutes were approved on February 5, 2016 (Motion to approve- Vicky Hutchings, Second– Marcus Dodson).

Treasurer's Report- Cynthia Stewart

Previous Balance 1/12/16: \$866.48

Deposits/Credits: \$0**Pending Withdrawals/Debits: \$113.00**
(Check # 1064 St. Jude)

Balance on 2/23/16: \$753.48

Sub-Committees Reports

Charter Committee Update (April Romero)

- April Romero was not present to provide a Charter Committee update.

Communications Update (Joe Waldrum)

- Julie Nichols will be the contact person for the TGMI updates to the DOHR website.
- The TGMI website has been updated to reflect the 2016 Steering Committee members and the January 2016 meeting minutes.
- A request was made to consolidate the TGMI and Black Belt Program reading lists in order to provide one source/location for recommended reading lists.
- Vicky Hutchings will get Joe Waldrum access to the TGMI FaceBook and LinkedIn accounts and will set him up as the administrator for the LinkedIn account.
- Discussion was held regarding the TGMI FaceBook and LinkedIn accounts and whether we need to maintain both accounts. There are only 18 members for the FaceBook group. Page 11 of the TGMI Alumni Procedures Manual says that the TGMI FaceBook page will serve as a communication method for keeping alumni updated. A review of the FaceBook page group will be made and we will continue this discussion at next month's meeting.

Community Service Update (Cynthia Stewart/Joe Waldrum)

- Cynthia was not present to provide an update. Joe will reach out to Cynthia Stewart to confirm the date of the upcoming community service opportunity with Second Harvest in March.

Business Events Update (Jason Seay)

- Jason Seay was not present at the time to provide an update.

Education Development Update (Marcus Dodson)

- Marcus Dodson is working to obtain information on how to use EventBrite for upcoming lunch-n-learn events. Michelle Smith passed out a handout on EventBrite to the group.
- Marcus is working to confirm a March lunch-n-learn on Active Shooter responses.
- Michelle Smith advised the group that Commissioner Hunter and Assistant Commissioner Trish Holliday want a panel lunch-n-learn set up.

Social Events Update (Doug Willis)

- Doug Willis asked for input on previous social event participation for Nashville Predators and Sounds games.
- Scheduling TGMI alumni lunches was also discussed. Several TGMI classes already do lunches with varied attendance. Doug will work to set up one social event each quarter so that alumni aren't bombarded with TGMI events.

Old Business

Annual Meeting Review (Michelle Smith)

- Michelle Smith provided an overview of the 2015 TGMI annual meeting survey results. Survey results were pulled from Survey Monkey. Half of the survey items were discussed this month and the rest will be discussed at the March meeting.
- 67% of survey respondents rated the annual meeting as very good or excellent.
- The biggest issue identified was the quality of the food (provided by Montgomery Bell).
- Majority of respondents indicated that they were not likely to participate in the various community service projects. TN Achieves was the only service opportunity in which at least half indicated they were extremely likely to participate in.
- Michelle Smith asked everyone to consider the various proposed community service opportunities so that a discussion could be held at the next meeting as to which ones we want to focus on as a group.

New Business

TGMI Check Signatures (Michelle Smith)

- The signatures on the TGMI alumni checks need to be updated to reflect the 2016 Steering Committee leadership. Joe Waldrum will be added on prior to the next meeting and Vicky Hutchings removed.

Monthly Steering Committee Location (Michelle Smith)

- Future meeting locations will be at One Cannon Way on Stewarts Ferry Pike.

Steering Committee Responsibilities for Incoming 2016 TGMI Class (Michelle Smith)

- April 2016: Present to new class about Steering Committee responsibilities.
- May 3, 2016: Present to new class about upcoming class elections.
- June 16, 2016: Conduct class elections.
- August 2016 Graduation: Prepare information packets and select gift for graduates.
- Michelle Smith will send out appointments to committee members as soon as the April date is confirmed. Antonio Meeks will check to see if the April date/time has been scheduled.

Annual Meeting Dates and Venue: (Jason Seay)

- Jason Seay discussed Second Harvest as an alternative location for the annual meeting. Second Harvest charges a government room rate of \$125 and the cost of food would range between \$7-12 per person depending on our selected catering options.
- Ellington Agricultural Center has been reserved for December 9, 2016 for the annual meeting. There is currently no charge for the room; however, the Agricultural Center is being taken over by General Services soon, and we don't know how that will affect future events.
- TGEI holds its annual event at the Millennium Maxwell House for a cost of \$20/person. Participants have had very positive things to say about the event. Jason will reach out to the Maxwell House regarding venue and food costs.

Adjournment

Meeting was adjourned at 3:50 p.m. by Michelle Smith. The next meeting will be March 8, 2016 at One Cannon Way.

Minutes submitted by: Cyndi Taylor